#### 5.0 PROCESSING REFERENCE GUIDE

This section provides procedures for using LOGSAFE Version 2.7.2 software. It is organized with introductory material that explains the LOGSAFE menu structure. This is followed by conventions for use and a detailed discussion of the steps a user would follow to use the software for the first time.

## 5.1 Capabilities

#### **5.1.1 LOGSAFE Menu Structure**

Throughout this manual, the user will be directed to appropriate windows using a common description of the menu path based on this figure. For example, the window to modify country related data can be found by following the **Setup -> Planning Factors -> Modify -> Country Related** menu path. New users may wish to make a copy of Figure 5.1.1-1, LOGSAFE Menu Structure, for quick reference while learning to use the application.

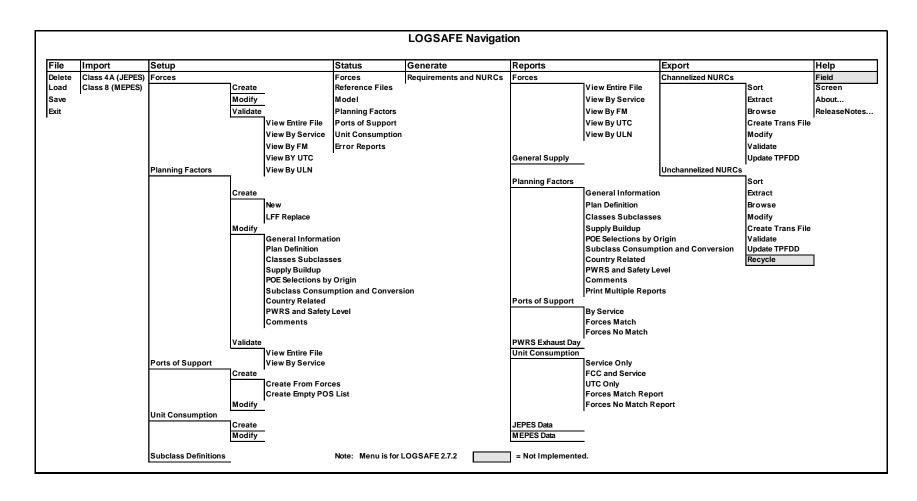


Figure 5.1.1-1. LOGSAFE Menu Structure

# **5.1.2** Main Menu Functionality

Table 5.1.2-1, Main Menu Functionality, describes the functions performed under the top-level menu structure displayed in Figure 5.1.1-1.

Table 5.1.2-1. Main Menu Functionality

Menu Heading	Menu and Sub-Menu Functions Performed
File	Loads, saves, or deletes files associated with all or portions of a LOGSAFE session. The File menu also allows the user to exit LOGSAFE.
Import	Imports data from the JEPES and MEPES applications. Note: Import and use of this data is discretionary. LOGSAFE can also produce less-refined requirements for Class 4A, 8A and 8B supplies without relying on JEPES and MEPES.
Setup	Prepares data for the LOGSAFE application. Three separate activities (Create, Modify, and Validate) are contained here.
Status	Determines the readiness of the application for use and provides a summary of External Transaction Processor (XTP) activities that updated the JOPES Core database. Any errors that were encountered are also displayed under the Status menu structure.
Generate	Generates requirements and NURCs through the use of the internal LOGSAFE model. If appropriate, the user can include data previously imported into the user's table space from JEPES and/or MEPES using the Import menu structure.
Reports	Provides screen and hardcopy reports of LOGSAFE input parameters, and of output from LOGSAFE's internal model.
Export	Displays the NURC requirements and exports them to the JOPES Core database. These CINs do not replace or update existing ones. Instead, they are posted as new requirements to the TPFDD. New CINs with numbers matching those already in the TPFDD will be rejected by XTP, which is used to send the CINs to the JOPES Core database. As a result, existing duplicate CINs should be deleted from the TPFDD using RDA before new ones are exported from LOGSAFE.
Help	Provides screen-level help for the LOGSAFE Navigation window and version information. The Release Notes option provides information on installing LOGSAFE, adding users, and defining what application changes were made.

# 5.1.3 LOGSAFE Navigation Window

Figure 5.1.3-1, LOGSAFE Navigation Window, displays the top level of the **LOGSAFE Navigation** menu as viewed on the monitor screen. This figure displays the eight major menu headings noted in Table 5.1.2-1. Note that the screen includes the designation of the OPLAN being used during the session.



Figure 5.1.3-1. LOGSAFE Navigation Window

#### 5.1.4 JOPES System Information Trace (JSIT) Commands

Users can gain access to detailed information about all OPLANs to which they have access by pressing the **[F7]** key while on the **LOGSAFE Navigation** window. This command provides the window displayed in Figure 5.1.4-1, JSIT Information Window.

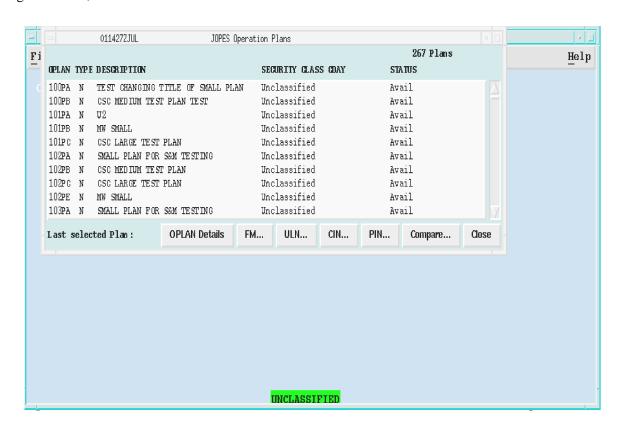


Figure 5.1.4-1. JSIT Information Window

The main body of the **JSIT** window displays the OPLANs to which the user has access. Additional information about each OPLAN is gained by clicking on it with the mouse, and then selecting options shown on the buttons at the bottom of the window. Successive levels of detail are available. The **{Compare}** button provides the capability to compare the details of two OPLANs. The JSIT window does not need to be closed before other LOGSAFE functions can be performed. It can be kept active for reference during the entire LOGSAFE session.

#### 5.1.5 Steps to Use LOGSAFE

LOGSAFE is easy to use, even for a user who is new to logistics planning. Table 5.1.5-1, Steps to Use LOGSAFE, describes the eight general steps a new user would execute to build a scenario from scratch, run LOGSAFE's internal model, and export the resulting requirements to the JOPES Core database. Note that these steps generally correspond with the menu headings on the LOGSAFE Navigation window. The steps do not match the menu exactly because some of the eight steps use more than one heading of the menu structure. Users who gain familiarity with LOGSAFE will deviate from these steps as their use of the application warrants.

Table 5.1.5-1. Steps to Use LOGSAFE

Step	Function Performed	Additional Comments/Remarks
1	Build data needed to run LOGSAFE in the user's individual table space.	<ul> <li>Data is built in the user's table space by extracting forces and planning factors from the JOPES Core database, or by retrieving previously-saved work.</li> <li>The Setup menu and subordinate menus are used if beginning a scenario with a new OPLAN.</li> <li>If retrieving previously-saved scenario, the user follows the File -&gt; Load menu path.</li> </ul>
2	Input data from other JOPES applications.	Data from JEPES and MEPES may be retrieved into the user's table space using the <b>Import</b> menu.
3	Modify data.	Data from previously-run or new scenarios can be modified using the <b>Setup</b> menu.
4	Check status of input data before running LOGSAFE's internal model.	<ul> <li>Checks may be done in three places. Most of these checks are optional and may be skipped if the user, based on previous experience, is confident that the existing data settings are valid.</li> <li>The Setup -&gt; Forces -&gt; Validate menu path provides a capability to check the force list for errors. These errors will not cause LOGSAFE to crash, but they will result in invalid or incomplete data when the model is run. This should not be considered an optional check. A similar validation of Planning Factors can be reached following the Setup -&gt; Planning Factors -&gt; Validate menu path.</li> <li>The Status menu allows the user to check the currency of force and planning factors data retrieved from the JOPES Core database. (The Model and Error Reports options under the Status menu should only be viewed after Steps 5 and 7 are complete.)</li> <li>The Reports menu provides screen and hard copy reports of specific values established under the Setup menu. (The General Supply and PWRS Exhaust Day reports may only be viewed after Step 5.)</li> </ul>

Step	Function Performed	Additional Comments/Remarks
5	Generate NURC requirements and CINS using LOGSAFE's internal model.	The <b>Generate -&gt; Requirements and NURCs</b> menu path launches LOGSAFE's internal model. This window includes options to run the model for one or more Services and to use the JEPES and MEPES data imported into the user's table space in Step 2.
6	Review Reports.	Most of the data used to run LOGSAFE may be viewed either before or after the model is run in Step 5. Two reports, <b>General Supply</b> and <b>PWRS Exhaust Day</b> , should only be viewed after the model is run.
7	Export LOGSAFE output to the JOPES Core database.	CINs are sent the JOPES Core database using the Export -> Channelized NURCs -> Update TPFDD and Export -> Unchannelized NURCs -> Update TPFDD menu paths.  Both menu paths provide the user an option to Validate LOGSAFE output using XTP before exporting the CINs to the JOPES Core database. Any errors encountered may be viewed using the Status -> Error Reports menu path.  The Create Trans File menu option creates an ASCII formatted file of LOGSAFE output for use in further analyses using other applications, for example, a spreadsheet.  The Export -> Unchannelized NURCs -> Recycle menu path has not been implemented in LOGSAFE Version 2.7.2. This place marker is for a future capability allowing retrieval of CINs from the JOPES Core database for modification in LOGSAFE.
8	Archive scenario data.	The user may save all or portions of a scenario by following the <b>File</b> -> <b>Save</b> menu path. These scenarios may then be retrieved later beginning a new Step 1.

Paragraph 5.3.3, Eight Steps for LOGSAFE Use, will include in-depth discussions of these eight steps, accompanied by displays of individual windows.

### 5.2 Conventions

The conventions described below are used throughout the application.

### 5.2.1 Modifiable Data

Data displayed with white text on a black background mean that the data contained in that field are modifiable. The value in these fields can be selected for change by double-clicking the left mouse button while the cursor is in the data field. This places the field in reverse video. The data can then be overwritten by typing in the new values directly.

#### 5.2.2 Nonmodifiable Data

Data displayed with black text on a gray background indicates that the data contained in that field cannot be modified by clicking on the field and replacing the data.

### 5.2.3 Information, Warning and Error Messages

These messages are displayed in a pop-up window and must be acknowledged by the user by clicking on the **{OK}** button before the system will allow additional processing. If error messages are ignored and the user clicks on another window, the pop-up window may go behind the window, and the cursor on the top window will appear as a watch and will not allow additional processing. If this occurs, move the open windows until the pop-up window can be located and acknowledged.

#### **5.2.4** Tear-Off Menus

Pulldown menus which display a dashed line as the first element may be "torn off" by clicking on the dotted line at the top of the pulldown, the menu can then be moved anywhere on the display. These "tear-offs" remain available for use until closed by the user by clicking in the upper left hand corner of the tear off window or the until the LOGSAFE application is closed.

#### 5.2.5 Choice Menu

A choice menu is used to allow the user to select among a small set of choices. The user makes this choice by clicking on the box to display the list of choices and then clicking on the desired choice.

## 5.2.6 Sliding Scale

The sliding scale field graphically depicts a numeric value in a range. The user adjusts the value by moving the slider with the cursor. Single increment adjustments can be made using the arrow keys on the keyboard to move the slider precisely to a desired number. On windows where the sliding scale is used to show records processed, the slider can be moved to the right end of the scale to determine the number of records. When the mouse is released, the slider will return to the point where it indicates the number of records processed.

### **5.2.7 Buttons**

Button fields offer a selection of mutually exclusive choices. When the button next to one choice is pushed, the button next to the previous selection pops out.

#### 5.2.8 Nonselectable Items

Items that cannot be selected on a menu are grayed out.

### 5.2.9 Changing Editable Fields

On all screens after changes have been made on editable fields, select **Edit** from the menu bar, then choose **Change**. If this procedure is not followed before selecting another row in the selection box, the changes that have been made will be lost as soon as the other row has been selected.

#### 5.2.10 Mnemonics

A choice from the menu bar may be selected by pressing the letter underlined for that choice while holding down the Meta  $[\blacklozenge]$  key on a Sun keyboard. A choice from a pulldown menu may be selected by pressing the letter underlined for that choice. Note: If the logistics planner is running LOGSAFE on a personal computer using X-Windows emulation software, the [Alt] key can usually be mapped to the Meta  $[\blacklozenge]$  key as an option in the emulation software.

### **5.2.11 Key Options**

Table 5.2.11-1, Key Definitions, lists the Sun keyboard options available within LOGSAFE.

Keys	Definition
Ctrl+A	Add
Ctrl+C	Change
Ctrl+D	Delete
Ctrl+E	Exit
Ctrl+S	Search
Meta+A	Apply
Meta+C	Cancel
Meta+H	Hardcopy
Meta+Q	Quit
Meta+S	Save

Table 5.2.11-1. Key Definitions

## **5.3** Processing Procedures

### **5.3.1 LOGSAFE Menu Paths**

Figure 5.1.1-1 displays the top and subordinate menu structure of LOGSAFE.

All windows that are subordinate to the main menu headings are reached by clicking on the desired menu item. The submenu items are accessed in the same manner. Users can use the submenus as "tear-offs" by clicking on the dotted line along the top of each menu. This keeps the "tear off" displayed at the top or off to the side of the LOGSAFE Navigation menu until it is closed by clicking on the button at the top left of the "tear-off." Figure 5.3.1-1, Create Forces Menu Path, highlights the display of multiple submenus (in this case, the **Setup -> Forces -> Create** menu path) reached by clicking on menu items. The figure also shows the dotted lines which are used to create "tear offs."

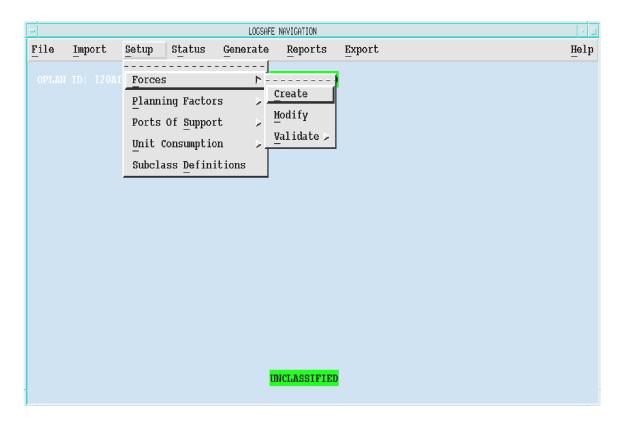


Figure 5.3.1-1. Create Forces Menu Path

### 5.3.2 Types of LOGSAFE Windows

The user can quickly learn how to use LOGSAFE because most windows function in one of three ways:

- Some windows transfer information between the JOPES Core database, or JEPES and MEPES input
  files, and the user's individual table space. These windows are easy-to-use because the user makes
  selections from radio buttons and then executes these selections via the menu options at the top of
  the window.
- The most complex windows are those used to modify information before and after running LOGSAFE's internal model.
- Other windows display information to the user in the form of read-only reports. These reports can be printed.

Once the user masters one type of window, the others of the same type are easy to learn using the **Help** menu as well as user prompts and warnings associated with specific windows. Prompts and warnings are generally self-explanatory; an alphabetical listing of them, with explanations, is contained in Appendix C, Information, Warning and Error Messages.

Detailed descriptions of how to use each of LOGSAFE's 150-plus windows will not be included in this manual. Instead, reference will be made to the commonly used procedures described in this section. Any unique information associated with a specific window will be described as necessary. Certain windows, for example the window used to start and interrupt LOGSAFE's internal model, are "one-of-a-kind," and are described in detail at the appropriate place in the manual.

Table 5.3.2-1, Types of LOGSAFE Windows, describes the basic types of LOGSAFE windows. It includes the representative window that will be used to demonstrate the functionality of these types of windows.

Table 5.3.2-1. Types of LOGSAFE Windows

Window Type	Function Performed	Representative window
JOPES Core Database Interface Windows	Transfers data between the JOPES Core database and the user's individual table space.	Create Forces
Modify Data Windows	Modifies data in the user's table space. Note: Most windows are of this type.	Modify Forces by Service
Report Windows	Displays information contained in the user's table space in report format.	Forces Report, View by Service

#### **5.3.2.1 JOPES Core Database Interface Windows**

Figure 5.3.2.1-1, Create Forces Window, is an example of the type of window used to transfer data between the JOPES Core database and the user's table space.

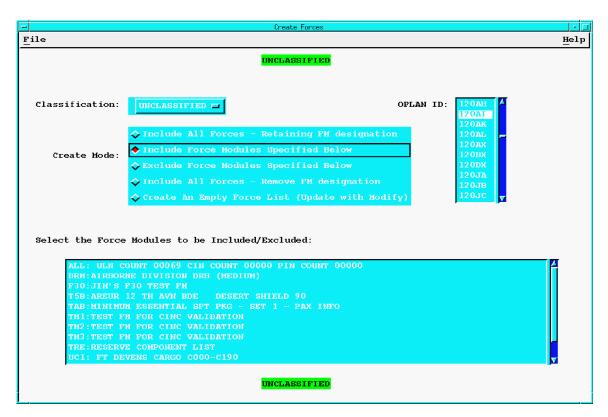


Figure 5.3.2.1-1. Create Forces Window

This example is the first window used when beginning a new scenario. This window extracts all Unit Line Number (ULN) data from a designated OPLAN in the JOPES Core database and copies it to the user's table space.

A select box in the upper left area of the **Create Forces** window allows the user to change the classification of the force list being withdrawn from the OPLAN. Generally, though, the user would retain the existing OPLAN classification.

The scroll box on the right of the window labeled **OPLAN ID** allows the user to scroll through a list of OPLANs to which he or she has access. The user makes a choice by scrolling through the list and highlighting the OPLAN by clicking on it with the left mouse button. When highlighted, the OPLAN's background turns from blue to white.

The large box labeled **Create Mode** uses radio buttons to offer a set of mutually-exclusive choices. When the button next to a choice is pushed, the button next to any previous selection pops out.

- If the {Include All Forces Retaining FM Designation} option is selected, all force requirements associated with the selected OPLAN will be included in the information drawn from the JOPES Core database. A single Force Module (FM) will be associated with each requirement.
- If the {Include All Force Modules Specified Below} option is selected, the Force Modules associated with the OPLAN ID will be displayed and described in the scroll box in the lower center of the screen. Note: The following procedures apply to other LOGSAFE scroll boxes where multiple selects are available.
  - A single FM in this box is selected by clicking on it.
  - Multiple adjacent FMs may be selected by dragging the mouse over the selections.
  - Non-adjacent FMs may be selected using [Control] + {F30}-> {TM2}-> {TRE}.
  - Selected options can be unselected by clicking on the same field a second time while holding down the **[Control]** key, e.g., **[Control]** + **{TRE**}.
- The {Exclude Force Modules Specified Below} option works similar to the second option. However, all FMs from the OPLAN are included except the selected ones.
- If the {Include All Forces Remove FM Designation} option is selected, all ULNs will be brought into the user's table space. However, no FM will be associated with any ULNs.
- The {Create An Empty Force List (Update with Modify)} option creates an empty force list that the user populates using the modify option. This force list cannot be written to the JOPES Core database as it has no OPLAN designation. Its primary purpose is to provide early estimates of movement requirements for sustainment based on a force created by the logistics planner.

The Create Forces window has two menu choices, File and Help, at the top of the screen.

- The File menu for this window has two choices: Cancel and Apply. Apply commits choices made
  on the window to the user's table space and returns the user to the LOGSAFE Navigation window.
   Cancel cancels the choices made on the window and returns the user to the LOGSAFE Navigation
  window.
- The Help menu provides information about how to use the current screen. (Field help associated
  with individual data values on a screen or window has not been implemented in LOGSAFE.) The
  Help menu is common to all LOGSAFE windows except reports, where report headings provide the
  necessary information.

#### 5.3.2.2 Modify Data Windows

Figure 5.3.2.2-1, Modify Forces by Service Window, is an example of the type of window used to modify data in the user's table space. Modify windows are LOGSAFE's most complex type of window.

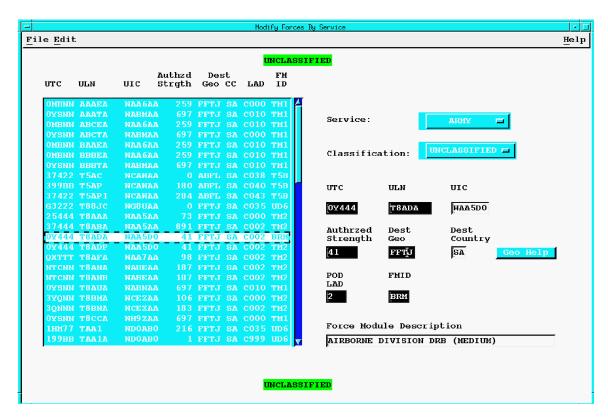


Figure 5.3.2.2-1. Modify Forces by Service Window

The window in this example is used to modify forces data imported into the user's table space via the **Create Forces** window discussed in Paragraph 5.3.2.1. **Modify Forces by Service** window is reached by following the **Setup -> Forces -> Modify** menu path.

Clicking on the selection box next to the **Service** label allows the user to change to a different Service. As discussed in Paragraph 5.3.3.3.2, Modify General Information, the user can set defaults so that a specific Service always appears first on this and other modify data windows.

Changes to the classification displayed on the screen are made in a similar manner by choosing from the button next to **Classification.** 

All windows used to modify data in the user's table space work essentially the same. All have menu headings titled **File**, **Edit**, and **Help**. **Help** was discussed in Paragraph 5.3.2.1.

To modify a force record, the user highlights the row displayed in the large scroll box on the left side of the window by clicking on it with the mouse. The modifiable elements for this row are displayed concurrently in the black boxes with white text on the right of the window. The user double-clicks on the data to be

modified; the data will turn to black text on a white background. Data values are then changed using the keyboard. After all changes have been made, the user selects **Edit -> Change** to update the highlighted line and the user's table space. Edit menu functions are discussed in detail in Paragraph 5.3.2.2.2, Edit Menu Functionality.

**File** options determine whether the updates are saved (committed) to the user's table space or are canceled (rolled back). **File** menu functions are discussed in detail in Paragraph 5.3.2.2.3, File Menu Functionality.

All data elements appearing on the right of the window are modifiable except for the Unit Identification Code (UIC), the Destination Country Code, and the Force Module Description. Non-modifiable LOGSAFE data is displayed as black text on a grey background. The UIC value comes from the JOPES Core database if the requirement has been sourced (assigned a specific unit); otherwise, this value is blank. Destination Country Codes and Force Module Descriptions are populated in accordance with the codes entered for the geographic location and the Force Module.

The geolocation code, name, country code, installation type code, and latitude/longitude of any location can be displayed on any modify window having geolocation data. This information is displayed when the user clicks on the appropriate geolocation modify box and then presses [F2]. This data is shown at the bottom left of the Modify Forces window, and elsewhere on other windows depending upon how the window is structured.

### 5.3.2.2.1 Geolocation Help

**Geo Help** provides the user the capability to search for, select, and replace geolocation data. To use this utility, the user clicks on the **Dest Geo** modify box on the **Modify Forces by Service** window, and then clicks on the **Geo Help** button. This sequence should be followed because changes committed in the **Geo Help** will replace data on the **Modify Forces by Service** window. Figure 5.3.2.2.1-1, Geographic Location Help Window, is the first window that the user sees when selecting **Geo Help**.

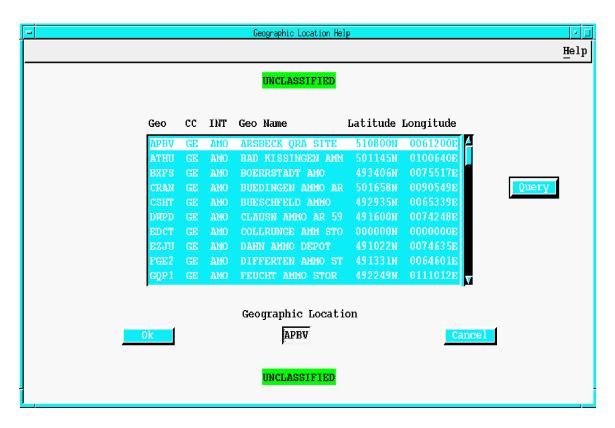


Figure 5.3.2.2.1-1. Geographic Location Help Window

The **Geographic Location Help** window provides the user geographic location data from any previous query performed. This window has no data displayed the first time it is used during a LOGSAFE session.

The user can replace the **Dest Geo** code on the **Modify Forces by Service** window by highlighting the desired geographic location in the display box and selecting **{OK}**. This closes the **Geographic Location Help** window and returns the user to the **Modify Forces by Service** window.

If the locations displayed do not meet the user's needs or are blank, pressing {Query} will initiate a new search for an appropriate geolocation. The {Query} button on the Geographic Location Help window will display the window in Figure 5.3.2.2.1-2, Geographic Location Query Window.

This window provides the user up to five options to qualify a query. These options are: Country Code (CC) and Name, Installation Type Code (ITC), Geographic Location Code, Geographic Location Name, and Latitude/Longitude ranges. Each additional qualification used will further define and narrow the scope of a query. The user will receive a pop-up notification of the number of locations in a collection resulting from a query upon selecting {OK}. The {Retrieve} button will retrieve the rows into the Geographic Location Help window as displayed in Figure 5.3.2.2.1-2, Geographic Location Query Window. The {Cancel} button will return the user to the Geographic Location Query window without retrieving the rows.

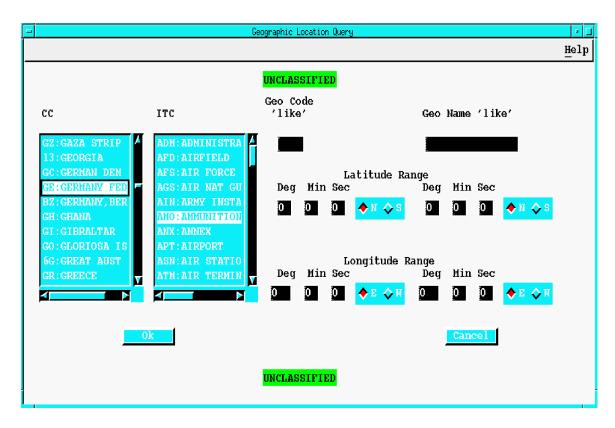


Figure 5.3.2.2.1-2. Geographic Location Query Window

The **Geo Code** and **Geo Name** boxes allow use of wild cards to assist the search. LOGSAFE wild cards are defined by the "%" figure. An entry of "%savan%," for example, will result in all geographic locations associated with "Savannah" as well as others containing the letters "savan" (e.g., "Savannakhet").

If the user returns to this window, the qualification for the previous query will still be displayed. This facilitates additional qualification of the query, if necessary. Generally, the user would add additional qualifications, thus reducing the number of geolocations in the resulting collection.

#### 5.3.2.2.2 Edit Menu Functionality

The **Edit** menu on the **Modify Forces by Service** window menu bar has options that update the data on the screen as well as in the user's table space. LOGSAFE **Edit** menus can have up to the five options, as shown in Table 5.3.2.2.2-1, Edit Functions. Not all windows having modify functions will have all five Edit options. Options that are not available will be greyed out.

Table 5.3.2.2.2-1. Edit Functions

Edit Sub-Menu Headings	Function Performed When Selected
Add	Adds the changed row as a new requirement.
Delete	Deletes the highlighted line.
Change	Enters the new values in the main list box and writes them to the user's table space. If the Change option is not selected, then changes will be lost when the next row is highlighted.
Search	Allows the user to search for a specific UTC, ULN, Geo Location Code and Force Module ID upon entering the <b>Modify Forces by Service</b> window. Other windows have search categories appropriate to the window.
Undo	Cancels a previous edit made using the <b>Add</b> , <b>Delete</b> , or <b>Change</b> option. Only one level of Undo is allowed; multiple consecutive edits can not be undone.

# **5.3.2.2.3** File Menu Functionality

The **File** menu functions for the **Modify Forces by Service** window are shown in Table 5.3.2.2.3-1, File Menu Functionality. File selections will either commit or roll back the edit modifications (**Add**, **Delete**, or **Change**).

Table 5.3.2.2.3-1. File Menu Functionality

File Menu Options	Function Performed When Selected
Cancel	Rolls back any changes made to the user's table space and returns the user to the <b>LOGSAFE Navigation</b> window.
Apply	Commits any changes made to the user's table space and returns the user to the <b>LOGSAFE Navigation</b> window.
Save	Commits any changes made to the user's table space and keeps the user in the window being modified.

#### 5.3.2.3 Report Windows

Reports are the third type of basic window that implements a common user-interface methodology throughout LOGSAFE. Figure 5.3.2.3-1, Forces Report - View by Service Window, is reached following the **Reports -> Forces -> View by Service** menu path.

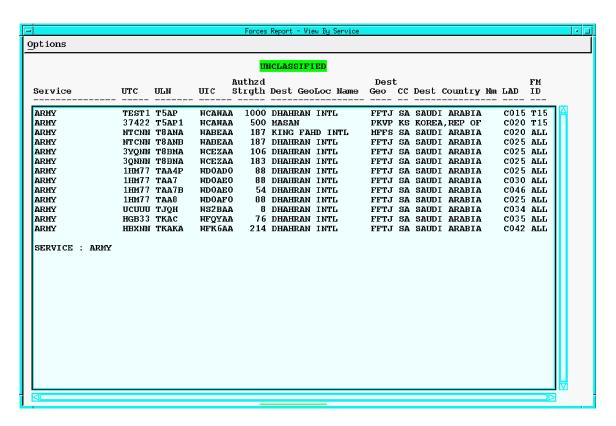


Figure 5.3.2.3-1. Forces Report - View by Service Window

Reports provide non-editable displays and hard copy versions of LOGSAFE input and output data. All reports have an **Options** menu. This allow the user to exit the report, or send it to a printer. LOGSAFE provides the user the approximate number of data lines in a report before it is printed.

LOGSAFE provides the user over 20 report options that describe data input to the application and output after the internal model is run. Reports are discussed in detail in Paragraph 5.3.3.6, Step 6 - Review Reports.

#### 5.3.3 Eight Steps for LOGSAFE Use

Users should refer to Figure 5.1, LOGSAFE Menu Structure, and Table 5.1.5, Steps to Use LOGSAFE, while learning the eight LOGSAFE steps.